



STATE OF UTAH

Utah State Tax Commission  
210 North 1950 West  
Salt Lake City, UT 84134

# CHECKLIST & QUESTIONNAIRE

## Self-Review – Vacation Rental Properties

**A**

### Do you need to apply for a Sales and Use Tax License?

*Please answer the following questions:*

1. Do you currently have a Sales and Use Tax License to report sales tax and transient room tax on property rentals?

Yes / No

If "Yes", please indicate your Account Number on the **Summary**. If "No", please continue to Question 2.

2. Will you provide regularly rented lodging in Utah after March 31, 2008?

Yes / No

If you answered "No" to Question 1, and "Yes" to Question 2, you must become licensed to report sales tax and transient room tax on your property rentals. Please complete a form TC-69, UTAH STATE BUSINESS AND TAX REGISTRATION and send it in together with your completed self-review package. Form TC-69 is not included in this packet, but may be found online at <http://www.tax.utah.gov/forms/current/tc-69.pdf>.

In Section 2 of form TC-69, you will be asked, "**When will you start selling or making purchases?**" Please put **4/1/2008**.

After becoming licensed, you will be required to regularly file a Sales and Use Tax Return (TC-62S for a single location, or TC-62M for multiple locations), and a Transient Room Tax Return (TC-62T).

**B**



### Checklist:

*Please complete and return the following documents in the envelope provided:*

- ☐ Form titled **Worksheet** for each rental property location.
- ☐ Form titled **Summary**.
- ☐ Check payable to "Utah State Tax Commission" for payment of computed tax and interest due, if applicable.
- ☐ Form titled **Checklist & Questionnaire**.
- ☐ Form **TC-69, UTAH STATE BUSINESS AND TAX REGISTRATION**, if applicable.

**C**

### How can we do better?

*In order to serve you better we would like you to evaluate your experience with this Self-Review:*

1 ... 2 ... 3 ... 4 ... 5 ... 6 ... 7 ... 8 ... 9 ... 10

Poor Excellent

Any comments on how we could improve this Self-Review process would be appreciated.

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*(Please use the back of this form if necessary.)*